



## The Board of Trustees of the Eastham Public Library

190 Samoset Road  
Eastham, MA 02642  
508-240-5950  
[www.easthamlibrary.org](http://www.easthamlibrary.org)

Mary Shaw--2023  
Chair  
Ignatius (Al) Alfano--2023  
Vice Chair  
Derek Burritt--2022  
Secretary  
Holly Funston--2022  
Willow Shire--2021

### MINUTES OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY

June 5, 2021 at 9:00 a.m.

Location: Eastham Public Library - Gregory S. Turner Meeting Room

THIS IS A REMOTE PARTICIPATION MEETING. PUBLIC PARTICIPATION IS VIA PHONE.

To call in dial 1-646-558-8656, then the meeting ID 862 7913 6973

This meeting will be live broadcast on Local Access Channel 18, and Live Streaming is available on the Town website at [www.eastham-ma.gov/home/pages/channel-18](http://www.eastham-ma.gov/home/pages/channel-18)

Under the Executive Order Suspending Certain Provisions of the Open Meeting Law, signed by Governor Baker on March 12, 2020, all members in any meeting of the public body may participate remotely.

1. **Call to Order:** The meeting was called to order by Mary Shaw at 9:00 a.m.

Trustees/Staff Present: Al Alfano, Derek Burritt, Holly Funston, Mary Shaw, Willow Shire, Library Director Debra DeJonker-Berry

Guests: Select Board Vice Chair Aimee Eckman, Friends President Debbie Abbott

#### 2. Minutes

A **MOTION** (M. Mary, S. Holly) was made to approve the minutes of May 8 with corrections. Approved, 5-0.

#### 3. Election of Officers

A **MOTION** (M. Mary) was made to nominate Al for Chair. Approved, 5-0.

A **MOTION** (M. Al) was made to nominate Holly for Vice Chair. Approved, 5-0.

A **MOTION** (M. Al) was made to nominate Derek for Secretary. Approved, 5-0.

#### 4. Financial Report (Quarterly Review: November, February, May, August)

a. FY21 Budget and Fund Commitments

#### 5. Director's Report

Patrons are now returning to the library, and we are so excited! We are indeed taking baby steps with the current schedule of 15 hours a week and will expand hours as soon as we can. Our next step, in a couple of weeks will be to bring volunteers back to help shelve. This will free up staff to add hours.

Hours for our first phase are:

Tues 10–1 & 3–6

Wed 3–6

[Thurs curbside only from 2–5]

Friday & Saturday 10–1

[Sunday curbside only from 11–2]

Furniture has been reduced, hand sanitizers and signage are in place, and we are requiring patrons over 5 years of age to wear facial coverings. We ask patrons to limit their time to 30 minutes, patrons do not have access to any meeting rooms, limit our capacity to 72, and do not allow food or drink in the building.

We have two greeters stationed at the door, and the Friends of the Library are covering the VIS book sale room and book donations. The meetings rooms are filled with furniture and equipment during this interim phase. The re-opening plan is on our website, and soon, I'll work on the next phase. We have hand sanitizers through the building, as well as a couple of sanitizing stations with wipes, and five air purifiers in the Children's Room.

We are limiting adult programming to concentrate on patrons using the library and on family programming.

a. Programming ("Booby Trapped: the bra in America," May 30 Nauset Fellowship, Minecraft)

People enjoyed "Booby Trapped" last week, and I enjoyed last Sunday's Nauset Fellow's conversation with Tricia Ford, Truro's Library Director, about libraries.

b. Museum Passes

Museum passes are available although each museum is offering admission in a different way.

c. Saxine Audio Book

On June 8<sup>th</sup>, Ian Saxine will narrate for the audio version of his book.

d. Website(s)

Our new website is live, which gives patrons a fresh look at all we do.

e. Computer upgrade

f. LSTA Pollinator's Grant (picnic table, outdoor planters)

Fran is working with master gardeners in setting up the two large planters; families are growing seedlings; and we believe we have found another source for the small picnic tables.

g. A Thank-you letter was sent to Edith Bridges.

## **6. Building**

a. Roof



We are happily awaiting Nauset Construction to return to make the final repairs inside and out. This will take two sessions of 4 days. During those weeks, we will only be open to the public on Tuesday and Wednesday so that repairs can take place between Thursday and Monday. We don't have a firm date yet but expect it to be around mid-July.

b. Outdoor Fountain

c. EV Charging Stations

d. Air purifier, hand sanitizers, furniture move

e. DPW Parking Lot work and library grounds

DPW has painted the lines, installed arrows, and painted the crosswalk in the parking lot and leveled the corner spot. Soon, they will return to pave that space. They are also making new parking signs for us and plan on later painting the lines for the loading zone. They have also fully mowed the grass and have begun to clean the windows.

f. Pella doors

Pella has been here to examine the doors and will return soon to replace the sweeps and adjust the doors.

## 7. Old Business

a. Revisit March 14, 2019 motion (Emergency powers) -Library hours and services update -End Emergency motion as of June 15 -MBLC required minimum hours (15 hours)

A **MOTION** (M. Mary, S., Al) was made to, as of June 15, rescind the motion of March 14, 2020, given concerns about the evolving COVID-19 situation, authorizing Deb, in consultation with Mary, to make decisions related, but not limited to, staffing, programming, services, and activities. Approved, 5-0.

b. Review monthly template (as needed)

c. Policy update (gift policy, volunteer policy, ethics policy, investment policy)

A **MOTION** (M. Willow, S. Al) was made to approve the updated Volunteer Policy, as of June 5, 2021. Approved, 5-0.

d. Trustees liaison reports (fall under related agenda items)

e. Outdoor "Giant" Sculpture – crowdsourcing opportunity & Outdoor Bulletin Board: proposal

Willow presented a draft proposal for the Outdoor Bulletin Board to the board and advised next steps include checking with the town administrator and select board regarding the town's sign policy.

Willow presented a draft proposal for the Giant Sculpture, which would appear on the Windmill Green between October and November. Next steps include a discussion with the DPW.

f. Signarama Sign Installations: Wall of Honor, Staff/Delivery Entrance Door sign: Installed

g. Memorial Gifts

h. Painting the generator and Eversource box

## **8. New Business**

a. Shelf Genie

A **MOTION** (M. Mary, S. Al) was made to pay \$4,041.18 to Shelf Genie out of the Trustees Interest Account, specifically from ELBFI funds in that account. Approved, 5-0.

b. StoryWalk installation

A **MOTION** (M. Al, S. Holly) was made to expend up to \$7,000 from the Trustees Interest Account using ELBFI Funds to supplement LSTA grant funds for the purpose of installing 12, double-sided StoryWalk signs. Approved, 5-0.

c. Trustee Liaison, FY22:

Nauset High School student Charlotte LaBranche comes recommended by Assistant Principal Sean Fleming. Al is in contact with Charlotte about joining the board.

d. Mary recognized a Thank-you note from Circulation Supervisor Freya Hemley

e. Town regulations on remote meetings.

As of June 14, public meetings may include remote participation for board members and guests if a quorum is held in-person. As of Sept. 15, remote participation for public meetings will end.

A discussion on the time of the trustees' meeting will be on next month's agenda.

f. Deb is retiring after the trustees' meeting on Sept. 11. On June 19, the board will meet the town administrator to discuss the hiring process for a new director.

## **9. NRHS Student Trustee Liaison, Lily Nannini**

## **10. Friends Update**

The Friends annual meeting and election will be held in the Reading Garden, Saturday, June 26th at 4 p.m. Light refreshments will be served. Rain date is Sunday the 27th. Everyone is invited.

We are really excited to be back in the building, and in the VIS Room selling books and taking in donations starting today. As much as possible, we are trying to keep everything to do with book and merchandise sales away from the circulation desk. They will have enough to do, especially this summer, because no volunteers are going to be working on the desk. There are signs directing visitors to use the large Plexiglas container in the VIS to make payments. We also have our Square for charging merchandise. At this point, with the abbreviated hours, we are able to have a Friends volunteer in that area to help.

Holly recognized the Friends for donating a flower arrangement to the staff.

**11. Next Meeting:** The next meeting of the Board of Trustees of the Eastham Public Library will be on Saturday, July 10 at 9:00 a.m. in the Eastham Public Library—Gregory S. Turner Meeting Room. THIS IS A HYBRID IN-PERSON AND REMOTE PARTICIPATION MEETING. PUBLIC PARTICIPATION IS VIA PHONE.

(NOTE: Mary and Deb meet two Tuesdays prior to Board of Trustee meetings to prepare the agenda. They welcome input.)

**12. Adjournment:** At 11:07 a.m., a **MOTION** (M. Holly, S. Willow) to adjourn was made. Approved, 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Burritt", is written over a horizontal line.

Derek Burritt, Secretary